



TOWN OF BROOKLINE

Massachusetts

DEPARTMENT OF FINANCE

PURCHASING DIVISION

333 Washington Street
Brookline, MA 02445
617-730-2195
Fax: 617-264-6446

INVITATION TO BID OR REQUEST FOR PROPOSALS

Sealed bids/proposals for furnishing the following to the Town of Brookline, MA will be received at the Purchasing Division, Town Hall, 333 Washington St., Brookline MA 02445 until the time specified for the bid/proposal opening at which time bids will be opened publicly and proposals in confidence, in accordance with provisions of M.G.L. c. 30B.

<u>Item</u>	<u>Department</u>	<u>Bid/Proposal Reference</u>	<u>Bid/Proposal Opening</u>
Information Technology Strategic Plan Consultant	Information Technology	P-01-53	April 26, 2001 @ 2:00pm

Specifications and bid/proposal forms may be obtained at the Purchasing Division or requested on-line at: www.townofbrooklinemass.com

Bid/proposal shall be submitted on the form furnished and in sealed envelope, and marked on the outside with the item title, reference number and bidder's name.

Contract awarded pursuant to the Invitation to Bid or Request for Proposals will be subject to provisions of Article XXIX of the Town of Brookline By-Laws relating to non-discrimination in employment.

The Town reserves the right to accept any bid/proposal in whole or in any part, and to reject any or all bids/proposals if it shall be deemed in the best interest of the Town to do so.

David C. Geanakakis, Chief Procurement Officer

March 29, 2001



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PURCHASING DIVISION

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INSTRUCTIONS TO PROPOSERS

DAVID C. GEANAKAKIS
Chief Procurement Officer

BOBBY LAM
Procurement Officer

1. **REQUEST FOR PROPOSAL**, which is enclosed herewith, is an integral part of these instructions.
2. **BID (VENDOR) LISTS**. Vendors who wish to remain on the active bid list must either submit a proposal or a letter of explanation as to the reason for not submitting same, no later than the official PROPOSAL OPENING.
3. **MARKING ENVELOPS**. The Proposal must be filled out on the form(s) prescribed and enclosed in sealed envelopes which shall be marked on the outside with the word "TECHNICAL PROPOSAL" or "PRICE PROPOSAL", the Proposal Title, Proposal Reference Number, and the name and address of the proposer.
4. **SAMPLE**. The Chief Procurement Officer may require the submission of samples either before or after the award of a contract, at no charge to the Town, in order to ascertain whether or not a product will be suitable for the purpose for which it is intended. If it is specifically stated elsewhere in the proposal documents that samples are required, full size samples must be submitted not later than the official PROPOSAL OPENING. Failure to submit said samples may be regarded as a basis for rejecting a proposal. Samples may be impounded until satisfactory completion of a contract. Otherwise, the bidder must call for all samples within (30) days of the award of contracts or said samples will be presumed abandoned and the Chief Procurement Officer will dispose of them as he sees fit.
5. **TAXES**. Purchases by the Town of Brookline are exempt from federal, state or municipal sales and/or excise taxes.
6. **PRICE PROPOSAL FORM**. The proposal price(s) must be typewritten in or written in ink in the space(s) provided on the official PRICE PROPOSAL FORM. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Proposal prices shall encompass everything necessary for furnishing the item(s) specified in, and in accordance with the specifications, including proper packing and the cost of delivery.

7. **CASH TERMS.** Discounts for prompt payment will be considered when making awards. Minimum time for discount consideration is twenty (20) days.

8. **PROPOSAL DOCUMENTS.** The proposer is to familiarize himself thoroughly with all the documents enumerated herewith, as it is conclusively understood that all proposals are based upon full compliance with the various provisions contained in said documents. The documents comprising the proposal consist of (a) Request for Proposal (b) Article XXIX of the Town of Brookline By-Laws relating to non-discrimination in employment (c) Instructions to Proposers (d) General Conditions (e) Special Conditions (if any) (f) Specifications, and (g) Price Proposal Form. The same documents will be incorporated into the contract documents. One set of the Request for Proposal is given to each proposer. A complete, original set of documents is to be returned, properly signed and executed. A copy of the documents submitted should be kept for the proposer's file.

9. **MINORITY BUSINESS ENTERPRISE PROGRAM.** Minority and women owned business enterprises are encouraged to submit bids and will be given every opportunity to participate in Town of Brookline contracts.

10. **NOTICE CONCERNING UNEXPECTED CLOSURES:** If, at the time of the scheduled proposal opening, Town Hall is closed due to inclement weather or other unforeseeable events, the proposal opening will be postponed until 2:00 PM on the next normal business day. Proposals will be accepted until that date and time.



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GENERAL CONDITIONS

DAVID C. GEANAKAKIS
Chief Procurement Officer

BOBBY LAM
Procurement Officer

1. **AWARD DATE.** Award will be made within one hundred twenty (120) days after the PROPOSAL OPENING unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties concerned.
2. **EQUIVALENTS.** Where in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the contractor may select one of the items. If the vendor proposes to offer substitute items as an equal to those named in the specifications, s/he shall so indicate in the TECHNICAL PROPOSAL and on the PRICE PROPOSAL FORM the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal. The vendor **MUST** submit data sheets and/or catalog cuts and otherwise describe wherein it differs from the base specifications in similar detail as the description of the component parts of the specified items. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item in the Technical Proposal or on the Price Proposal Form will be interpreted to conclude that the proposer will furnish the specified item.
3. **DELIVERIES.** The contractor shall pay all freight and delivery charges. Unless otherwise stated, items must be delivered within forty-five (45) days of the notice of award. All deliveries must be made inside the building and to the appropriate storeroom as designated by the custodian. Sidewalk or tailgate deliveries will not be accepted. Town personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery. All items of furniture must be delivered inside the building, in place, set up ready for use. Deliveries are to be made between 8:30 A.M. and 4:00 P.M., Monday through Thursday, except on holidays. Friday deliveries shall be made between 8:30 A.M. and 12:00 Noon. All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Town of Brookline until such items are accepted by the receiving department. The contractor must replace, without further cost to the Town of Brookline, such damaged or non-complying items before payment will be made.

4. **LABELING.** All packages, cartons, or other containers must be clearly marked with (a) building and room designation; (b) description of contents or item number from specifications; (c) quantity; (d) Town of Brookline's purchase order number; and (e) Vendor's name and order number.

5. **GUARANTEES.** Unless otherwise stipulated in the specifications, furniture, equipment, and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced by the contractor free of charge with the understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make any such replacement immediately upon receiving notice from the Chief Procurement Officer.

6. **RIGHT TO KNOW.** Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. C111F SS8, 9 and 10 and the regulations contained in 441 CMR SS21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. C111F S7 and the regulations contained in 441 CMR S21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the contract. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing such substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F of M.G.L. are cautioned to obtain and read the law and rules and regulations referenced above.

FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE REJECTION OF YOUR PROPOSAL OR CANCELLATION OF YOUR CONTRACT.

Town of Brookline, Massachusetts – Purchasing Division

REQUEST FOR PROPOSALS
FOR
INFORMATION TECHNOLOGY STRATEGIC PLAN
CONSULTANT

For Further Information About This Project, Please Contact:
Harvey J. Beth, Finance Director, at 617-730-2020

For Questions Pertaining To This Request for Proposal, Please Contact:
David Geanakakis, Chief Procurement Officer at 617-730-2195

TOWN OF BROOKLINE, MASSACHUSETTS - PURCHASING DIVISION
333 WASHINGTON STREET BROOKLINE, MA 02445

**REQUEST FOR PROPOSALS FOR
INFORMATION TECHNOLOGY STRATEGIC PLAN CONSULTANT**

Proposal Procedures

Competitive sealed proposals are invited in accordance with the provisions of Massachusetts General Laws Chap. 30B.

Procedures under this invitation require separate and confidential submission of pricing and a separate submission of a technical proposal. Technical proposals will be evaluated without knowledge of prices by a committee appointed by the Chief Procurement Officer. The Chief Procurement Officer will determine the most advantageous proposal after taking into consideration the evaluation of technical proposals made by the committee together with a consideration of prices.

For further information of about this project, please contact Harvey J. Beth, Finance Director, at (617) 730-2020.

Any questions pertaining to this Request for Proposal are to be directed to David Geanakakis, Chief Procurement Officer, Purchasing Division, 333 Washington St., Brookline, MA 02445, phone (617) 730-2195.

Proposals may be held open for a period of one hundred twenty (120) days after the proposal submission date unless award is made sooner or the time for award is extended by consent of all parties concerned.

Award, payment and performance obligations shall depend on the availability and appropriation of funds. Award of a contract may be subject to the approval of the Town of Brookline Board of Selectmen.

Proposal Submission

Proposals will be received at the Town of Brookline, Purchasing Division, 333 Washington St., 4th floor, Brookline, MA 02445, until **Thursday, April 26, 2001 at 2:00 p.m.** at which time they will be opened in confidence in accordance with c. 30B, §6 (d).

NOTE: Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

Six (6) copies of each proposal shall be submitted as follows:

Price proposal shall be submitted on the form furnished and sealed in an envelope marked:

Proposal Envelope A – Price Proposal

INFORMATION TECHNOLOGY STRATEGIC PLAN CONSULTANT

Reference #P-01-53

Bidder's Name _____

Technical proposal shall be submitted separately, sealed in an envelope marked:

Proposal Envelope B - Technical Proposal

INFORMATION TECHNOLOGY STRATEGIC PLAN CONSULTANT

Reference #P-01-53

Bidder's Name _____

Scope of Services Required

The Town of Brookline is seeking an experienced information technology assessment and strategic plan consultant to provide expert advice and assistance to Town policymakers. The goal is to develop a 2-5 year vision for Information Technology so that the Town can respond effectively to the taxpayers and customers of the Town in the 21st century. The result will provide a “blueprint” that offers an objective assessment of the overall Town and School technology resources and expenditures; articulates a vision for IT; identifies application and technology priorities; and defines effective policies and procedures for IT governance and decision making.

The vendor will be expected to provide expert advice and assistance to the Town including, but not limited to, the following:

1. The vendor will create a three-phase master plan. This plan will include an inventory of existing hardware, software, and personnel capabilities; a vision of the future of Information Technology Departments (defined as two years and five years); and a recommendation for bringing the Town of Brookline to a level defined in Phase Two. The master plan will, at a minimum, include:

Phase 1 – An inventory of the hardware, software, and personnel capabilities that currently exist in the Town of Brookline’s general and education administrations.

Phase 2 – Define the current (two-year) and probable near term (five-year) future best practices of the following areas of Information Technology:

- Network Administration
- Technical Support
- Programming Capabilities
- GIS

- Website Management/Internet Applications
- Training and Documentation (Manuals)
- Telecommunications
- Wiring/Infrastructure
- On-site/Off-Site Data storage
- Staffing

Phase 3 - Create a master plan for bringing the Town from the capacity level defined in Phase One to the levels defined in Phase Two.

In addition, the vendor shall design a governance process the Town can: 1.) measure performance against the plan's milestones or benchmarks, 2.) employ to periodically update the IT strategic plan and 3.) define the management practices to govern IT decision making.

2. Within two weeks after executing an agreement, the vendor will meet with Brookline representatives. The purpose of this initial meeting will be to gather additional information and to examine the culture and history of the IT Departments and the issues driving potential change.

While on-site, the vendor's representatives will, at a minimum, meet with the following stakeholders:

- Town officials, including policy makers, and key departmental IT users having a role in Information Technology
- School officials, including policy makers, and key departmental IT users having a role in Information Technology.

The purpose of these meetings is to gain an understanding of the objectives, goals, and possible impact of change on critical system components. These initial meetings are meant to provide the vendor with an understanding of "real life" system dynamics that is not possible through reading available materials regarding the existing systems.

3. Following the compilation of findings gathered from interviews and data analysis, the vendor will deliver confidential preliminary reports on Phase One and Phase Two. The purpose of this preliminary report, which will not include specific recommendations, is to verify the vendor's full and comprehensive understanding of Information Technology system, the views of various stakeholders, and the pressures driving potential change.

Working with the Director of Finance, the Information Technology Director, and the School Department's Assistant Superintendent for Administration and Finance (to be known as the Project Oversight Team, or "POT"), the vendor will conduct site visits for the purpose of receiving feedback on the preliminary reports, which will be provided in advance.

4. Because certain participants frequently provide additional information following review of the preliminary report, the vendor will prepare a draft of the final report for review and validation by a working task force established by the Town.

5. Once the working task force validates the findings advanced in the preliminary report, the vendor will further develop a set of specific recommendations consistent with stated expectations. Such recommendations will be incorporated into the vendor's final report.
6. Again, working with the POT, the vendor will present the final report to the working task force. In addition, the vendor will assist with necessary press and media coverage associated with deliberations.

The vendor will be responsible for the following specific deliverables:

1. A comprehensive, detailed review of the existing Information Technology system in Brookline (Phase One).
2. A comprehensive analysis of the best practices and future requirements needed to best position the Town's Information Technology operations for the future (Phase Two).
3. Recommendations for bringing the Town's current capabilities (defined in Phase One) to that defined in Phase Two, including options, the estimated cost associated with the recommended changes, and implementation plan (Phase Three).
4. Five (5) hard copies and one electronic copy (MS Word) of the draft Phase One report and the draft Phase Two report will be delivered for review of accuracy of obtained information.
5. Five (5) professionally bound hard copies and one electronic copy (MS Word) of the Phase Three report and fifty (50) glossy covers will be delivered for review and presentation.
6. Oral presentation of the study, as necessary.
7. The Town must receive the Phase One and Phase Two reports by August 31, 2001 and the Phase Three report by October 31, 2001.

Background Information

The Brookline Information Technology Division has a staff of 10.7 employees. The operating budget for FY 2001 was approximately \$1.02 million.

The operational and support staff is outlined below:

- a. 1 Director
- b. 1 GIS Manager
- c. 1 Telecommunications Manager
- d. 2 Senior Programmer Analysts
- e. 1 Network Administrator
- f. 1 GIS Programmer Analyst
- g. 1 Webmaster
- h. 1 PC Technician
- i. 1 Data Control Clerk

- j. .4 GIS Intern
- k. .3 Student Intern

Refer to Attachments for detailed supportive information

The Brookline School Department divides Information Service functions across two(2) departments: Information Services, with a staff of five and an operating budget of \$436,000, and Instructional Technology with a staff of six and six-tenths (6.6) and an operating budget of \$472,000.

The operational and support staff is outlined below:

A. Information Services

- a. 1 Director
- b. 1 Network Manager
- c. 1 Applications Manager
- d. 1 Network Communications Specialist
- e. 1 Data Entry Clerk

B. Instructional Technology

- a. 1 Desktop Services Manager
- b. 3 Technicians
- c. 2.6 Applications Specialists

This staff maintains the local and wide area network to thirteen (13) school and Administrative locations supporting both a student and an administrative network. The student network currently has in excess of 1500 active drops, the administrative network has in excess of 600 active drops. The school department works from a primarily Apple Macintosh platform.

Refer to Attachments for detailed supportive information

Contract Period

The contract period shall be from May 1, 2001 or as soon thereafter as a contract is entered into, through the three phases as detailed in this RFP.

Conditions of Contract

Contract may be terminated by the Town based on thirty (30) day written notice to the contractor.

Price Proposal Requirements

The price proposal is to be submitted in a separate marked envelope in accordance with directions given under the heading Proposal Submission.

A complete price proposal shall consist of all of the following:

A completed Price Proposal Form.

Technical Proposal Requirements

The technical proposal is to be submitted in a separate marked envelope in accordance with directions given under the heading Proposal Submission.

A complete technical proposal shall consist of all of the following:

1. A synopsis of similar projects undertaken by the proposing firm.
2. A synopsis of other significant consulting projects related to information technology strategic plan consultant study undertaken by the proposing firm.
3. Resumes of key personnel who will be interacting with the Town including a statement of specific professional experience, qualifications, and education together with a report of experience related to the scope of work.
4. A list with the name, address, telephone number, date of service and contact person's name for a minimum of three accounts to which the proposer is providing or has provided similar information technology strategic plan consultant services. Proposers should list all Massachusetts governmental accounts serviced.
5. Number of consecutive years the proposer has been engaged in the field of directly related consulting services.
6. A completed Proposal Signature Form.

Note: Responses to items one through five above will be used to evaluate proposals on a comparative basis. Proposers should provide complete responses in the format specified.

Evaluation of Proposals

A. Minimum Evaluation Criteria

Each technical proposal shall first be reviewed to ascertain whether or not the following minimum criteria has been met:

M-1 The proposal includes all of the items for a complete proposal.

M-2 Proposers must be in the business of providing to information technology strategic plan consultant study services and have at least five (5) years of experience in such business or have equivalent experience.

B. Comparative Evaluation Criteria

Each technical proposal meeting the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria:

C-1 Quality of proposal and quality of experience.

Highly Advantageous

The proposal must demonstrate:

- a superior, complete, in-depth understanding of the local, regional and national information technology issues. The client list demonstrates:
 - superior local, municipal governmental experience in providing expert advice on information technology strategic plan issues.
 - superior assistance to government and other organizations of a similar size to Brookline.
 - individuals with demonstrated superior experience in achieving mutually acceptable goals on information technology strategic plan issues in at least three other similar strategic plans.
- a superior ability to integrate this information into clearly written, detailed strategic plans for multiple clients.
- that the consultant's representative, who will have primary responsibility for working with the Town, has demonstrated superior and significant experience as an information technology strategic plan consultant for at least three other similar strategic plans.
- high praise from at least three similar client referrals.

The proposal must also include:

- a proposed, detailed work plan for this project.
- a detailed work plan used on at least three similar strategic plans.
- a set of final reports from at least three similar strategic plans.

Advantageous

The proposal must demonstrate:

- a good understanding of the local, regional and national information technology issues. The client list demonstrates:
 - a good local, municipal governmental experience in providing expert advice on information technology strategic plan issues.
 - good assistance to government and other organizations of a similar size to Brookline.
 - individuals with demonstrated experience in achieving mutually acceptable goals on information technology strategic plan issues in at least one other similar strategic plan.
- a good ability to integrate this information into a clearly written, detailed strategic plan for clients.

- that the consultant's representative, who will have primary responsibility for working with the Town has demonstrated experience as an information technology strategic plan consultant for at least one other similar engagement.
- high praise from at least one similar client referral.

The proposal must also include:

- a proposed, detailed work plan for this project.
- a detailed work plan used on any similar strategic plan.
- a set of final reports from a similar strategic plan.

Not Advantageous

The proposal does not demonstrate an understanding of the local, regional and national information technology issues.

The client list does not demonstrate any successful experience in providing expert advice on information technology strategic plan issues, assistance to governments and other organizations of a similar size to Brookline, and does not indicate experience with local governments.

The list of personnel shows individuals with limited or vague experience in achieving mutually acceptable goals on information technology strategic plan issues. The consultant's representative to the Town does not have demonstrated experience working on similar complex studies or strategic plans.

Interviews

After review of the technical proposal, the evaluation committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Based on their presentation and written proposal submittal, interviewees will be rated: highly advantageous, advantageous, not advantageous, or unacceptable, in accordance with the provisions of M.G.L. Ch. 30B.

TOWN OF BROOKLINE, MASSACHUSETTS - PURCHASING DIVISION
333 WASHINGTON STREET BROOKLINE, MA 02445

**REQUEST FOR PROPOSALS FOR AN INFORMATION TECHNOLOGY
STRATEGIC PLAN CONSULTANT**

Price Proposal

TO BE SUBMITTED IN ENVELOPE A

Marked as Follows:

**Price Proposal - INFORMATION TECHNOLOGY STRATEGIC PLAN CONSULTANT
Reference # P-01-53**

Bidder's Name _____
Name of Individual or Company Making Proposal

The prices quoted below include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by the contractor. The Town of Brookline will not pay for travel time or any travel related expenses.

We herewith propose to provide information technology strategic plan consultant services in accordance with our technical proposal and otherwise as noted below.

Costs to complete an INFORMATION TECHNOLOGY STRATEGIC PLAN

Phase I \$ _____

Phase II \$ _____

Phase III \$ _____

TOTAL PRICE \$ _____

Note : Six (6) copies of proposal are to be submitted.

TOWN OF BROOKLINE, MASSACHUSETTS - PURCHASING DIVISION
333 WASHINGTON STREET BROOKLINE, MA 02445

REQUEST FOR PROPOSALS FOR AN INFORMATION TECHNOLOGY
STRATEGIC PLAN CONSULTANT

Technical Proposal

TO BE SUBMITTED IN ENVELOPE B

Marked as Follows:

Technical Proposal - INFORMATION TECHNOLOGY STRATEGIC PLAN CONSULTANT
Reference # P-01-53

Bidder's Name _____
Name of Individual or Company Making Proposal

The following are to be attached to this proposal form. (Responses should be detailed in accordance with the previous specific requests for information under "Technical Proposal" in the RFP document)

1. A synopsis of similar projects.
2. A synopsis of other significant consulting projects related to information technology strategic plan consultant services.
3. Resumes of key personnel.
4. A list with the name, address, telephone number, date of service and contact person's name for a minimum of three accounts. List all Massachusetts governmental accounts serviced.
5. Number of consecutive years the proposer has been engaged in directly related consulting services.
6. A completed Proposal Signature Form.

Note: Six (6) copies of proposal are to be submitted.

TOWN OF BROOKLINE, MASSACHUSETTS - PURCHASING DIVISION
333 WASHINGTON STREET BROOKLINE, MA 02445

REQUEST FOR PROPOSALS FOR AN INFORMATION TECHNOLOGY
STRATEGIC PLAN CONSULTANT

Proposal Signature Form

(This form to be submitted in Envelope B - Technical Proposal)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope A) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items must be completed by the Proposer:

Our Company is: A Corporation _____
 : A Partnership _____
 : Individually Owned _____

Signed: (Company Name) _____

Social Security or Federal Identification Number _____

By: (Company Official) _____

Company Address _____

Telephone Number: _____



TOWN OF BROOKLINE

Massachusetts

DEPARTMENT OF FINANCE
PURCHASING DIVISION

333 Washington Street
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CERTIFICATE OF NON – COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of Business

TAX COMPLIANCE CERTIFICATE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Name of Business

TOWN OF BROOKLINE, MASSACHUSETTS

Article XXIX, By-laws of the Town of Brookline
Fair Employment Practices Relative to Town Contracts

Section 1. Subject to the exceptions hereinafter stated, all contracts awarded by the Town and all agencies and departments thereof, shall include the following provisions:

During the performance of this Contract, the Contractor, for himself his assignees and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

(A) The Contractor will comply with the provisions of Chapter 151B, as amended, of the General Laws of Massachusetts relative to nondiscrimination which are incorporated herein by reference and made a part of this Contract.

(B) In the performance of work under this Contract, the Contractor shall not discriminate in employment practices or in the selection or retention of subcontractors or in the procurement of materials or rental of equipment on the grounds of race, color, religion, or national origin, or on the grounds of age or sex except when age or sex is a bona fide occupational qualification.

The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section, and shall post copies of such notice in conspicuous places available to employees and applicants for employment.

(C) In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract and for the procurement of materials and equipment, each potential sub-contractor or supplier shall be notified in writing by the Contractor of the Contractor's obligations under this Contract relative to non-discrimination on grounds of race, color, religion, national origin, age or sex, and his obligations to pursue an affirmative course of action as required by paragraph (D).

(D) The Contractor will pursue an affirmative course of action as required by affirmative action guidelines adopted by the Human Relations Commission in effect on the effective date of the contract, or when calls for proposals are made, whichever is sooner, which are herein incorporated by reference, attached hereto, and made a part of this contract and to the nature and size of his work force, to insure that applicants are sought and employed, and that employees are treated, during their employment, without regard to their race, color, national origin or ancestry, or religion. No changes in affirmative action guidelines hereinafter adopted by the Commission shall be effective with respect to contracts already in effect, without the express written consent of the contractor.

(E) In the event the Contractor fails to comply with the foregoing non-discrimination provisions of this Contract, the contracting agency of the Town, upon advice and counsel of the Human Relations Commission, shall impose such contract sanctions as it may determine to be appropriate, including but not limited to:

over

Article XXIX, By-laws of the Town of Brookline Cont'd.

(a) withholding of payment due the Contractor under this contract until the Contractor complies, and/or

(b) cancellation, termination or suspension of this Contract, in whole or in part.

For the purpose of this section the contracting agency of the Town shall accept as proof of non-compliance with the provisions of Section 1

(A), only final orders or decisions of the Massachusetts Commission Against Discrimination.

(F) The provisions of this section shall be deemed supplementary to, and not in lieu of, or in substitution for, the provisions of Massachusetts Law relating to non-discrimination, and other applicable Federal, State or Town law, by-law, rule, regulation and directive relative thereto. In the event of a conflict between the provisions of this section and, where inserted or incorporated in this contract, and applicable state or federal law, rule, regulation or directive, the conflicting provisions of the latter shall control.

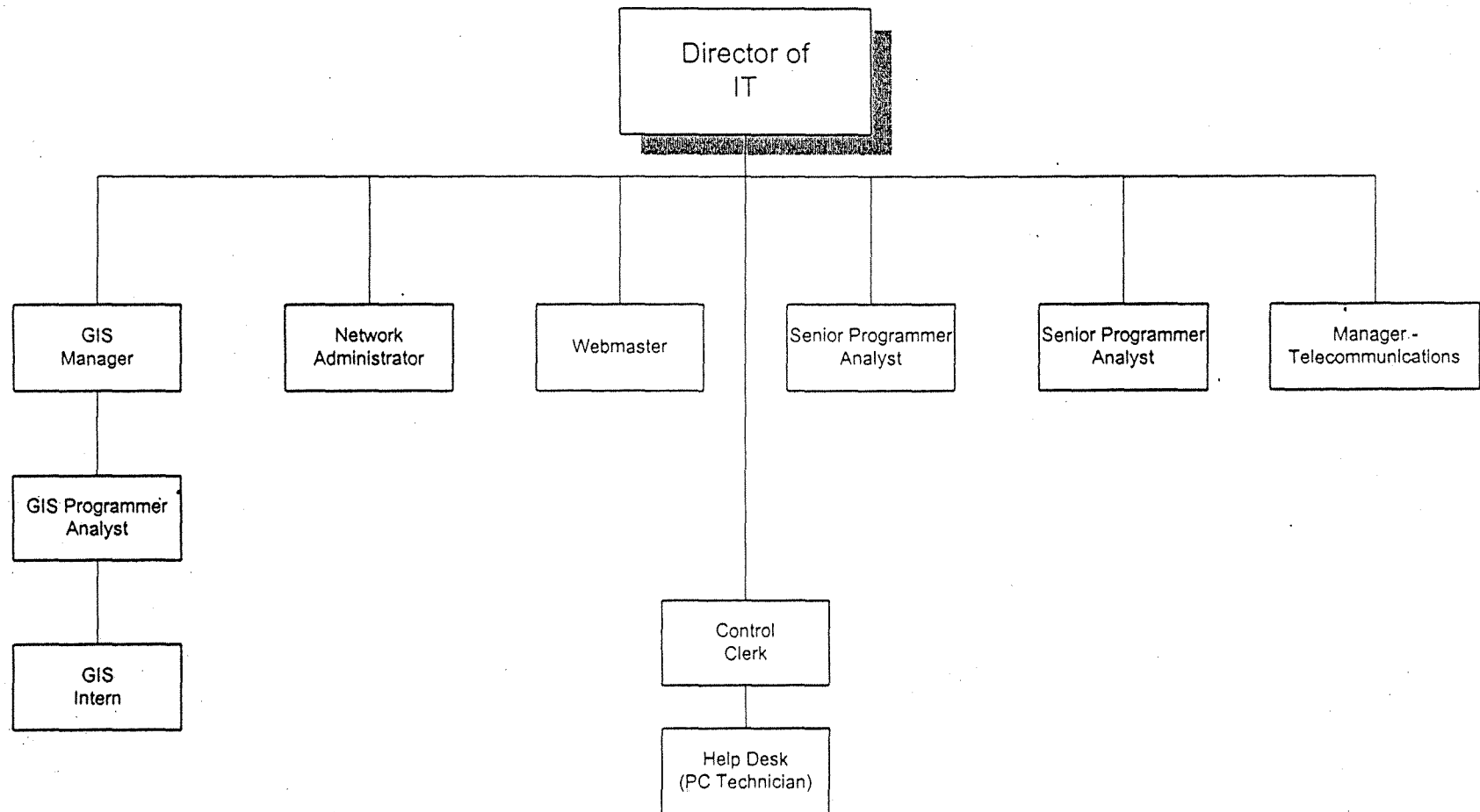
Section 2. The requirements of Section 1 shall not apply to the following contracts:

- a) whenever work is to be or has been performed outside the state and no recruitment of workers within the state is involved
- b) those involving standard commercial supplies or raw materials
- c) when the contractor is a club exclusively social, or a fraternal association or corporation, if such club, association or corporation is not organized for private profit
- d) when the contractor employs fewer than six persons
- e) when the total value of the contract is less than \$10,000.00
- f) contracts involving joint purchases with the state under Article IV, Section 7 of the Town By-laws
- g) contracts with the Commonwealth for construction of public works
- h) contracts for financial assistance with a government or governmental agency
- i) notes and bonds of the Town
- j) employment by the Town of officers and employees of the Town
- k) whenever it is deemed necessary or appropriate the Board of Selectmen, upon the advice and counsel of the Human Relations Commission, may exempt any contract not covered by the foregoing exemptions from the operation of this By-law in whole or in part.

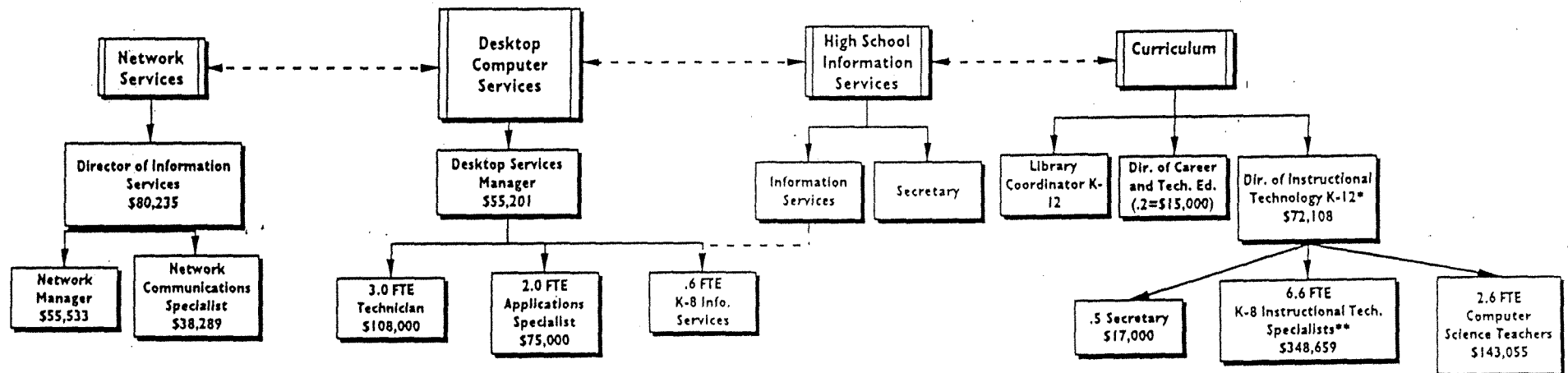
Section 3. All calls for proposals for contracts subject to the provisions of this Article shall include a statement notifying all bidders that the contract awarded pursuant to the proposal is subject to the provisions of this Article of the By-laws, relating to non-discrimination in employment.

TOWN OF BROOKLINE INFORMATION TECHNOLOGY DIVISION

March 16, 2001



**Brookline Public Schools
Technical and Information Services
Personnel**



* 192 days
** 182 days

BROOKLINE PUBLIC SCHOOLS LAN / WAN CONFIGURATION 9/00 **

BUILDING/LOC	STUDENT OCT ENROLL	TOTAL BUILD NODES	# IDF	ACTIVE DROPS STUD	ADMIN	STUD COMP RATIO	MAJOR LAN WORK	LAN TYPE	STAFF TCH	SUPP
Baker School	722	416	4	175	35	4.126	Sep-00	Gigabit	100	80
Baldwin/Winthrop		24	1	16			Sep-99	ISDN	10	
Devotion School	723	116	5	80	36	9.038	Jan-00	Ethernet	100	10
Driscoll School	391	70	4	60	10	6.517	Jun-01	Ethernet	70	20
Heath School	384	138	4	65	73	5.908	Jun-98	Ethernet	50	10
High School	1862	1256	7	886	370	2.102	Sep-99	ATM	200	150
Lawrence School	515	53	4	40	13	12.88	Sep-02	Ethernet	60	15
Lincoln School	462	150	7	115	35	4.017	Sep-96	Ethernet	60	30
Pierce School	587	275	4	85	30	6.906	Mar-99	Ethernet	80	16
Runkle School	407	50	4	40	10	10.18	Jan-00	Ethernet	50	30
Town Hall 5th floor		30	2		30			Ethernet		30
2nd floor		10	2		10			Ethernet		10
BEC		24	1				1997	Ethernet	20	
Lynch Center		12	2		2		Jun-00	ISDN		
GRAND TOTALS	6053	2624	51	1562	654	3.875			800	401

** Total Build Nodes are the total possible wired computer stations for each building.
IDF are the network closets, boiler room and D-Mark location for telephones.

194 Boylston St
Putterham Library
Sewall
Soule

80 60 20 Sep-99

